

SUPERIOR COURT OF CALIFORNIA SAN BENITO COUNTY

An Equal Opportunity Employer



EMPLOYMENT OPPORTUNITY

Court Clerk

Step A -\$17.10 to Step F - \$21.83 (See *below)

DEADLINE TO APPLY:

Application, Résumé & Typing Certificate must be received by:

Friday, July 8, 2016

3:00 p.m. PST

REPRESENTATIVE DUTIES

The Superior Court of San Benito County is seeking energetic and motivated applicants for Court Clerk. This is a specialized clerical series that performs a full range of complex legal processing, courtroom and judicial support duties. Incumbents perform a variety of processing functions including, but not limited to, accept fines and fees, assist public with file or court procedural information, enter and retrieve data from computer systems, receive and examine legal documents for accuracy, completeness and conformity to requirements, attend court sessions and take minutes of actions and proceedings, and prepare and maintain court calendars and court dates. During the performance of their assigned duties, incumbents interact extensively with the public, other court staff and other agencies. As such, the position of Court Clerk is expected to perform their duties in a professional, courteous and cooperative manner at all times. ***NOTE: The Court Clerk is currently on furlough for 8 hours per month. Until the furlough ends, the current rate for Court Clerk is: Step A- \$16.31 to Step F: \$20.82**

GENERAL QUALIFICATIONS

Any combination of training, experience and education, which would likely provide the required knowledge and competency is qualifying. A typical way to qualify is:

- Education level equivalent to a high school diploma or GED; AND
- Experience equivalent to three years of court experience.

DESIRABLE QUALIFICATIONS

The ideal candidate will possess bilingual skills.

APPLICATION PROCESS

A complete application must be RECEIVED by 3:00 P.M. PST, Friday, July 8, 2016 and can be submitted in one of the following ways: 1) In person or via US Mail to: Superior Court of San Benito County, ATTN: Maria Alfaro, 450 Fourth Street, Hollister, CA 95023, or 2) FAX to Maria Alfaro at (831) 636-4195, or 3) Email to Maria Alfaro at admin@sanbenito.courts.ca.gov. NOTE: A complete application should include the application form, résumé and a typing certificate that was issued anytime after January 1, 2016. Please also note that candidates determined to meet the minimum qualifications may be asked to participate in an assessment test and oral interview and that a detailed background and reference check will be conducted on all successful applicants.

Application form and job specifications may be obtained at the court address listed above or at the San Benito County Superior Court website: www.sanbenito.courts.ca.gov. A typing certificate may be obtained from Manpower or other provider, including on-line. For general reference, the local Manpower office is located at 1111 San Felipe Road, Suite 201, Hollister, CA, (831) 636-0550, M-F, 8am to 5pm. The cost for a typing certificate is the applicant's responsibility.

BENEFITS

The Superior Court of San Benito County offers a variety of benefits to its employees, which include, but are not limited to:

- Vacation: 80 hours per year, increasing after 3, 10, & 15 years
- Sick Leave: 120 hours per year
- 13 paid Holidays
- Personal Holiday: 1 per year
- Health Benefits: Medical, Dental & Vision
- Retirement: CalPERS 2% @ 62
- Life Insurance: \$30,000, paid by Court
- Bi-lingual pay, to eligible employees
- Also available: Voluntary Deferred Compensation, AFLAC, FSA, HSA plans and Supplemental life insurance